

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY

Office of Child Support Enforcement

2nd Floor –44 Calvert Street

P.O. Box 1870

Annapolis, MD 21404

(800)332-6347(Local)

(410) 222-2804 (FAX)

FIPS CODE 24003

SERVICE AGREEMENT

I am requesting the services of the Circuit Court for Anne Arundel Office of Child Support Enforcement (OCSE) in establishing, collecting and enforcing a court ordered support obligation. I understand that OCSE will provide me with assistance in this matter as outlined in this Agreement.

An application for services and fee (if applicable) has been filed with OCSE which contains information necessary for them to service my support obligation case. I understand that they will service me based on the information I present to them in my application for service or other written or oral communication I may have with them throughout the time my case is open. I recognize that incorrect or incomplete information will delay, and may actually impede, the servicing of my case.

OCSE'S RESPONSIBILITY

I understand that OCSE will provide the following services to me:

- a. Establish paternity;
- b. Establish a child support obligation (including a wage withholding order) pursuant to Maryland law;
- c. Modify existing support order to be payable through OCSE;
- d. Collect the child support obligation on my behalf;
- e. Initiate enforcement action if the obligation is not paid pursuant to the order entered in my case;
- f. Assist in locating the obligor.

MY RESPONSIBILITY

I understand that I am an important part of this process and have responsibilities to assist with my case. I agree to do the following:

- a. Provide copies of all relevant court orders;
- b. Notify OCSE of any change in my circumstances immediately (e.g. change of address or child no longer resides in home);
- c. Pass along information I may learn concerning changes in the obligor's circumstances;
- d. Attend all appointments with OCSE;
- e. Respond truthfully and timely to letters, notices or other inquiries from OCSE;
- f. Notify OCSE immediately if I retain private counsel;
- g. Consult with OCSE before filing any civil or criminal action concerning child support.

I UNDERSTAND THAT THE ATTORNEYS WHO WORK FOR THE OFFICE OF CHILD SUPPORT ENFORCEMENT DO NOT REPRESENT ME. I UNDERSTAND THAT OCSE WILL NOT NEGOTIATE OR LITIGATE MY CUSTODY, VISITATION OR PROPERTY SETTLEMENT MATTERS. I ALSO UNDERSTAND THAT IF I INITIATE PRIVATE LITIGATION REGARDING CUSTODY, VISITATION, OR CHILD SUPPORT, THESE ACTIONS MAY DELAY OR CAUSE MY CASE WITH DOMESTIC RELATIONS TO BE CLOSED. I have read all of the above.

I understand the services that OCSE will provide for me and my responsibilities to participate in this case. I hereby request that OCSE, with assistance of their attorneys, provide support establishment, collection and enforcement services to me.

Signature

Soc. Sec. #

Date

Print Your Name: _____ Other Parent's Name: _____

Service Agreement/INSTATS (2/3/00)